
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

October 11, 2013

ACCOUNTANT III—(Oldham County-KY State Reformatory)—Grade 10—(\$2006.08 – \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ACCOUNTANT III—(Shelby County-KY Correctional Institution for Women)—Grade 10—(\$2006.08 – \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Oldham Co. — Roederer Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MIN REQ: High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT SUPERVISOR—(Lyon Co.—KY State Penitentiary)—Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree supplemented by three years of professional correctional, counseling, social work or related experience. A master's degree in social work, sociology, counseling and guidance or a related field will substitute for one year of the experience.

CORRECTIONAL CAPTAIN I—(Oldham Co.-Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—(Boyle Co. —Northpoint Training Center)—Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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October 15, 2013

CORRECTIONS PROGRAM ADMINISTRATOR—(Oldham Co. —Corrections Training)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

CORRECTIONS PROGRAM ADMINISTRATOR—(Franklin Co. — Central Office/Classification Branch)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

CORRECTIONS PROGRAM ADMINISTRATOR—(Franklin Co. — Central Office/Probation & Parole)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

CORRECTIONS RECREATION LEADER—(Oldham County—Luther Luckett Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR I—(Lyon Co. —KY State Penitentiary)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED SUPERVISOR—(Muhlenberg Co. —Green River Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

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October 15, 2013

ELECTRICIAN LICENSED SUPERVISOR—(Lyon Co. —KY State Penitentiary)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

INTERNAL POLICY ANALYST I—(Franklin County-Central Office/Admin Services)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II—(Lyon Co. – KY State Penitentiary)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION & PAROLE DISTRICT SUPERVISOR—(Warren Co.—Probation & Parole)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have five years of professional experience in criminal justice, corrections, social work, public administration, or a closely related field. Graduate study in criminal justice, corrections, social work, public administration, or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years.

PROBATION AND PAROLE OFFICER IV—(Jefferson Co.—Div. of Probation & Parole)—Grade 14—(\$2937.20 - \$3890.90) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

PSYCHOLOGIST LICENSED I—(Shelby County—Div. of Mental Health/KY Correctional Institution for Women)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.